

GENERAL DEFINITION OF WORK:*FLSA Status: Exempt*

Performs complex professional and administrative work directing the activities of the Community Development Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and supervising the land development review and approval process, current and long-term planning and engineering policy and program implementation; providing policy, technical advice and recommendations relating to building construction, engineering, environment, planning and zoning for the various boards/committees; prepares reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of and inspects completed work; develops training programs, assists with complex/problem situations; provides technical expertise.
- Attends scheduled meetings and serves as staff advisor to appointed various committees and boards regarding land development applications, ordinance interpretations, comprehensive planning or problem solving for more complex development issues.
- Attends local, regional and other meetings regarding development, resource management and transportation.
- Provides review and quality control of Comprehensive Plan revisions, ordinance amendments, reports and staff agenda items.
- Develops budgets for the department, the Planning Commission and the Board of Zoning Appeals; implements approved budgets and monitors expenditures; accounts for land development/building application fees and cash contributions for public facilities associated with rezoning applications annually.
- Assists in interpreting and enforcing provisions of the County's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Coordinates work on historic area designations for the Virginia Landmarks and National Register; obtains donations and grants from local organizations and foundations to supplement County funding.
- Assists in the preparation of the more complex amendments to the Comprehensive Plan and land development regulations.
- Provides information and technical assistance to citizens, property owners, land developers, design professionals, businesses and others regarding the planning/development process, the Comprehensive Plan, Zoning and Subdivision Ordinances and related issues; discusses problem areas and recommends solutions to problems; responds to questions or complaints.
- Directs daily activities, operations and programs of the department through division managers; coordinates projects, operations and work activities with other departments, County agencies, local/regional agencies, state/federal agencies, or others as needed.
- Develops long/short-term plans, goals and objectives; supervises current/long-term planning policy and program implementation.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the advanced principles and practices of urban and regional planning; thorough knowledge of economics, municipal finance and sociology as they apply to planning; thorough knowledge of current literature and recent developments in the field of urban planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with local government officials and other agencies, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, engineering or related field supplemented by a masters degree in planning and extensive, increasingly responsible experience in professional planning, including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.